



L.E. MacWilliams

Region Operations Manager
Buffalo #1600

February 23, 1998

TO: KAM's, AM's, DM's & JUDY CAMPBELL

RE: PROMOTION ASSESSMENT - FEB. 1998
RESPONSES DUE: 3/4/98

Ladies & Gentlemen:

Please reference the attached documents which require your input relative to February promotions. ***Provide input to the ROU, via e-mail to 1610, no later than March 4, 1998. Utilize the attached forms for each promotion. It is requested that you save the document with your Division #, your initials and the number of the month for easy recognition, i.e. Renee Duszynski would re-name her file 1645RD02.***

I have included a copy of Don Fitzgerald's original letter dated 1/26/98 which provided details concerning the issues which must be addressed.

Thank you in advance for your efforts.

Sincerely,

Lori MacWilliams

L.E. MacWilliams
ROM/#1610
:etb

cc: W. Roth
F. Natale

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